Judicial Information Systems
PCS Briefs

Fall 2003 Release

The Fall 2003 release is scheduled to be sent out in early December. Attached is the enhancement list and release documentation outlining the changes that have been made in this release. SCAO has changed most Juvenile "JC" forms and in turn, we have updated our forms to incorporate the changes.

Items in this Issue

- Fall 2003 Release
- AFP Forms
- Manuals
- Website
- CHR Records

AFP Forms

We are in the process of developing new forms so that the appearance of the form is easier to read and so that it resembles the SCAO form. The following forms are included in this release for an initial trial run:

JC14 - Order of Disposition
JC19 - Supplemental Order of Disposition Fol Review
JC45 - Notice of Hearing
JC59 - Order of Adjudication
PCA321 - Order of Adoption

These forms must be printed to a laser printer that supports AFP - Advanced Function Printing. To use the new forms, you must enter the form number followed by an "N" in the form number requested field on the event/financial order screen as follows 14 N. Your printer must have the appropriate printer configuration in order to print these forms. If you have any problems printing them, contact the PCS Helpdesk at 1-888-339-1547 then option 2 for assistance.

When you use these forms, please note that they are not saved as the other forms created from the JIS system are. In order to reprint, the form must be re-created through the system. Attached are instructions for generating them.

You will still be able to generate the forms the old way but we hope that you will use the new forms. lease send any comments that you may have to **PCSHELPDESK@COURTS.MI.GOV.**

Manuals

All manuals have been updated. Enclosed is a copy of each manual. Please make additional copies as needed for other court staff. Please discard all other manuals for the JIS Probate, Juvenile, Financial and Adoption systems as these are complete replacements.

JIS Probate/Juvenile Help Desk

To contact the PCS help desk, please email us at:

PCSHELPDESK@COURTS.MI.GOV

PLEASE DISTRIBUTE TO ALL USERS

JIS Website

JIS will soon have its own place on the MSC/SCAO website. We are currently in the design phase of our PCS page. Resources you will find on the site will include manuals, newsletters, release and training documentation, and contact information. We want to design our site so that it will be useful to you, so we are asking for your input. What would you like to see included on the PCS site? Please email us at pcshelpdesk@courts.mi.gov and give us your ideas.

CHR - Submitting Juvenile Dispositions Electronically

Electronic submission of Juvenile dispositions is available to most courts. The following courts have been set up and have received training materials to begin submitting CHR electronically.

Allegan	Alpena	Bay	Barry
Branch	Cass	Chippewa	Clare
Crawford	Eaton	Genesee	Gladwin
Huron	Isabella	Jackson	Kalkaska
Lapeer	Lenawee	Macomb	Marquette
Mecosta	Midland	Monroe	Muskegon
Osceola	Otsego	St. Clair	Vanburen

If your county name is listed here and you are not submitting CHR electronically, please call JIS PCS Helpdesk and we will assist you in submitting these orders.

If your county name is not listed here, JIS will be contacting those that have a direct connection with us to start the setup process.

Attached is a memorandum dated December 6, 2002 from the State Court Administrator John D. Ferry, Jr. regarding electronic juvenile disposition reporting.

JIS Probate/Juvenile Help Desk

To contact the PCS help desk, please email us at:

PCSHELPDESK@COURTS.MI.GOV

<table>
<tr><td>

Programming Announcement

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State Court Administrative Office
Judicial Information Systems

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		Michigan Hall of Justice
Announcement Date:	Oct 31, 2003	P.O. Box 30048
Release:	Fall 2003	Lansing, MI 48909
Release Number:	2003 - 02	
Contact Person:	Glen Hyatt	**1-888-339-1547 then option 2**

PROBATE

1. Pre Notice Report -
   Prenotes has been updated so that "there may be a $20 filing fee" prints instead of $15.

2. Mailers -
   Mailers has been updated so that "there may be a $20 filing fee" prints instead of $15.

3. Report Generator -
   New fields added to the report generator selection for Microfilm Number, Address, City, State, Zip. The zip code has been defined as alpha-numeric for special consideration of Canadian addresses.

4. Disposition Report -
   New column added to the report for the next scheduled action date.

5. Probate Summary -
   New text has been added for public and non-public cases. The text will appear in the header or the header portion when the summary is printed. If a user does not have authority to see non-public cases, the social security number will be hidden.

6. Original PR Date -
   This field has been updated to reflect re-opened cases. If a case is reopened and a new qualification date is found, the Original PR date will be updated with the current information.

7. An RTD - Request to Defer event will no longer be generated when a petition is disposed on an MI case with the RTD disposition.

ADOPTION

1. PCA 325 - Notice to adopting parents on pending or potential appeal/rehearing
   Updated form to reflect changes made by SCAO.

2.   Public Information Form Due Report
        This report has been updated to only look for the following:
        1.   Cases with a AD, AO or AC case type.
        2.   Event of ADO with an event date after 1/1/2002.
        3.   Minimum of 15 days has elapsed since ADO filing date.
        4.   No event of PIF found.

FAMILY

1.   All juvenile forms have been updated to reflect changes made by SCAO.

2.   New form processing -
        We are developing a new way of processing forms to improve the appearance of the forms.
        JC14, JC19, JC45 and JC59 and PCA321 are able to be processed in the new fashion. Please
        see attached detailed instructions on generating these forms.

3.   The summary screens have been updated to display either public or non-public. If any part of
        the case is non-public, the case will display as non-public on the following screens:

                SUM/CSE - Case Summary
                SUM/PET - Petition Summary
                S, P and F summary screens from the name index screen.

4.   Report Generator - The attorney type field has been added as a selection.

JC14 AFP Version

Following are instructions for creating the AFP version of JC 14.

Creating from the Event Screen:

Enter the information for the event exactly as you would normally to create JC14.

In the form number requested field enter 14 N as shown below.

```
B                                                                    _ ⬜ X

   Event       ADD Case#    00024488   Petition# 00001014  Type DL  Filed 0601 2000
 Jurist 19081 PREISEL_____    Attny 10002 AARON_____   Worker  96604 AGLER_____
 Name NAME/TEST/_____   DOB _621 1975 Gen M Race WA
 Petition Opened _602 2000 Jurist _____    Adjud _608 2000 Jurist _____    Code ___
 Offense:  Date ____ ____  Loc ___  Petitnr DPD  SSN 000000000 CTN _____
                     CVA DNA CHR
   Num Date      Cg  Typ  Comments                        Jurist Attny
    _4 1017 2003  __  DSP  _____ 19081  10002
 Results AAL APL __ ___  ___ ___  ___ ___  ___ ___    Pgm ___ ___ ___  Status TWC

 Placement F01_____   Special Rate _____   Placement Type ___  Custody ___

 Next Hearing 1115 2003  Time 1300  Type RVH Jurist 19081 Chg __   Courtroom A___

 Party Type  ___ Attny _____     Party Type  ___ Attny _____      PPI ___

 Bond: Type ___  Amt _____  Act Typ ___  Date ____ ____
       Posted By ___   Receipt _____
  Curfew of ____  Sun. thru Thurs. and ____  Fri. and Sat.

              Form nbr requested  14_ N Sign Jurist _____
   Nxt Tran   EVT Type ADD Case# 00024488 __ Petn# 00001014  Event# ___ Pty ___
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt          F6=System
 F8=Probate  F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

MA   b                                                              21/053
  Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne07:
```

Press ‹   . The system will return the following screen

```
 ▫▪B                                                                    _ □ X

    ORD14SC   JC 14     ORDER OF DISPOSITION                        ORDER14
    CASE #: 00024488   __
    In the matter of TEST NAME_____
    N  SKIP UNSELECTED LINES? Y(es)  OR N(o)
    Please note:  Lines 1 to 3, and 5 will automatically print











                        F3=Exit           F12=PREVIOUS



 MA   b                                                              04/002
 🖅 Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne07:
```

Displayed on the screen is the case number, name and a question.

N Skip unselected lines? Y(es) or N(o)

The default for this line is "No", change this to "Yes" if you only want lines that you select to print.
Otherwise all lines will print on the order.

Make your selection and press ‹   . The system will display the following screen.

```
 B                                                                      _ ⊡ ✕

  ORD14SC    JC 14     ORDER OF DISPOSITION                          ORDER14
  CASE #: 00024488   __
  In the matter of TEST NAME_____
  N   SKIP UNSELECTED LINES? Y(es)  OR N(o)


  4. The juvenile has appeared in court in person and   X   had   _   waived atty
  Attorney:   DENNIS M. AARON
  X 7. HIV testing and sex offender registration is completed
      _    Chemical testing for DNA identification profiling is completed
  X 8. The juvenile has been fingerprinted according to MCL 28.243

  _ 9. The offense adjudicated is reportable to the Secretary of State
    The juvenile's driver license # is:   MI-_____

  _ 10. The licensing sanction is reportable to the State Police
  _ Revoked     _ Suspended 000  days    _ Restricted 000 days

  _ 11. The juvenile must be placed in an institution outside Michigan




                    F3=Exit          F12=PREVIOUS       ENTER=CONTINUE


 MA    b                                                                06/056
 📠 Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne07:
```

As with the older version of this form, the system will select all items that it can from your entries on the Event screen. Other fields can be selected by you by tabbing through and selecting/changing each line.

Make your changes/selections and press ‹   . The system will display the following screen.

```
JORDTXT
CASE #: 00024488  __
In the matter of TEST_NAME_____
12. It is contrary to the welfare of the juvenile to remain in the home because
_____
_____
_____
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                                                         More...


          F3=Exit               F12=PREVIOUS
```

Because item #12 allows for more comments, we have provided additional comment lines for you to enter information.

Make your entries and press ‹   . The system will display the following screen.

```
JORDTXT
CASE #: 00024488    __
In the matter of TEST_NAME_____
13. Based on the following findings

_____
_____
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_____
_____
_____
_____
                                                    More...


            F3=Exit              F12=PREVIOUS
```

Because item #13 allows for more comments, we have provided additional comment lines for you to enter information.

Make your entries and press ‹   . The system will display the following screen.

```
ORD14SC    JC 14      ORDER OF DISPOSITION                          ORDER14
CASE #: 00024488    __
In the matter of TEST NAME_____
N   SKIP UNSELECTED LINES? Y(es)  OR N(o)


13. _  the report _____  dated _____
    _  testimony of _____  backed up by written transcr.
      reasonable efforts _ were  _ were not   made prior to the placement

_ 14. TEST NAME_____ is warned and the petition is dismissed

_ 15. The juvenile is placed on _____
      probation in the home of _____

X 16. The juvenile is placed in the temp. custody of the court & placed with
      TEST FATHER NAME_____




                    F3=Exit              F12=PREVIOUS         ENTER=CONTINUE


MA   b                                                                16/025
Connected to remote server/host OSMSOUTH using port 23    \\SCAO\1N54QLS on Ne07:
```

Again, as with the older version of this form, the system will select all items that it can from your entries on the Event screen. Other fields can be selected by tabbing through and selecting/changing each line.

Make your changes/selections and press ‹   . The system will display the following screen.

```
JORDTXT
CASE #: 00024488   __
In the matter of TEST NAME_____
17. OTHER:

IT IS THE ORDER OF THIS COURT THAT YOU MAKE A FORMAL APOLOGY TO_____
_____._____
_____
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                                                              More...


              F3=Exit              F12=PREVIOUS
```

Again, as with the older version of this form, the system will select all items that it can from your entries on the Event screen. Other fields can be selected by tabbing through and selecting/changing each line.

Make your changes/selections and press ‹   . The system will generate the order. Following is an example of what this order will look like.

```
ORD14SC    JC 14     ORDER OF DISPOSITION                      ORDER14
CASE #: 00024488    __
In the matter of TEST NAME_____
N   SKIP UNSELECTED LINES? Y(es)   OR N(o)

_  18. Juvenile shall pay: _ $20 Crime Victims
   _ State Minimum Costs _____
X  19. The review date is: 11/15/2003   at  1:00 p.m.


_  20. The petition is dismissed




                  F3=Exit          F12=PREVIOUS     ENTER=CONTINUE
```

Make your changes/selections and press ‹ . The system will generate the order.

Attached is a sample of the printed form.

JC19 AFP Version

Following are instructions for creating the AFP version of JC 19.

Creating from the Event Screen:

Enter the information for the event exactly as you would normally to create JC19.

In the form number requested field enter 19 N as shown below.

```
⬛❗B                                                                    ⬛ ⬛ ✕

      Sfx Petition  Case# 00001234        Attorney #
    _   1   00000977  NEGLECT/MULTIPLE TEST/
    X   1   00001056  NEGLECT/MULTIPLE TEST/          CVA CHR
    X   2   00000001  NEGLECT/MULTIPLE TEST TWO/      CVA CHR
    _   2   00000002  NEGLECT/MULTIPLE TEST TWO/      CVA CHR
    _   2   00000004  NEGLECT/MULTIPLE TEST TWO/                      +
    Num Date       Cg  Typ  Comments              Jurist Attny
    ___ 1130 2003  __  ORD  _____  _____  _____
    Results ___ ___ ___  ___ ___ ___ ___ ___  Pgm ___ ___ ___  Status ___

    Placement _____    Special Rate _____   Placement Type ___  Custody ___

    Next Hearing ___ ____   Time ____  Type ___ Jurist _____ Chg __  Courtroom ____

    Party Type  ___ Attny _____    Party Type ___ Attny _____      PPI ___

    Bond: Type ___  Amt _____  Act Typ ___  Date ____ ____
          Posted By ___   Receipt _____
    Curfew of ____   Sun. thru Thurs. and ____  Fri. and Sat.
             Do you want to include financial orders?  _
                Form nbr requested  19  N Sign Jurist _____
    Nxt Tran   EVT Type ADD Case#  00001234 __ Petn# 00000000  Event# ___ Pty ___
    F1=Help F2=Nxt Tran F3=Exit F4=Prompt        F6=System
    F8=Probate  F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

MA    b                                                       21/053
Connected to remote server/host OSMSOUTH using port 23       \\SCAO\1N54QLS on Ne07:
```
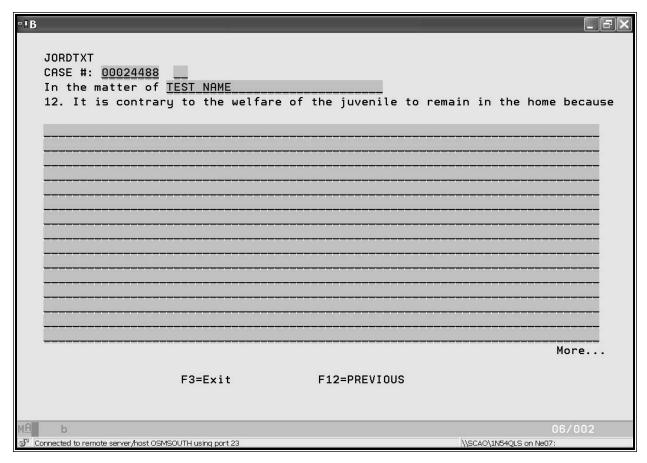
Press ‹   . The system will return the following screen

```
 B                                                                    _ □ ×

    JORD19NSC JC 19      SUPPLEMENTAL ORDER OF DISPOSITION           ORDER19
    CASE #: 00001234  _1
    N  SKIP UNSELECTED LINES? Y(es)  OR N(o)
    Please note:  Lines 1 to 5, will automatically print
    In the matter of MULTIPLE TEST NEGLECT_____
                     MULTIPLE TEST TWO NEGLECT_____
                     _____
                     _____
                     _____
                     _____
                     _____
                     _____
                     _____
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                     _____
                                                              More...


                F3=Exit              F12=PREVIOUS


 MA    b                                                              03/002
 Connected to remote server/host OSMSOUTH using port 23       \\SCAO\1N54QLS on Ne07:
```

Displayed on the screen is the case number, name and the following question.

N Skip unselected lines? Y(es) or N(o)

The default for this line is "No", change this to "Yes" if you only want lines that you select to print.
Otherwise all lines will print on the order.

Make your selection and press ‹   . The system will display the following screen.

```
JORDTXT
CASE #: 00001234  _1
In the matter of MULTIPLE TEST NEGLECT_____ etc.,
6. It is contrary to the welfare of the child(ren) to remain in the home

 _____
 _____
 _____
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 _____
 _____
                                                                 More...

              F3=Exit              F12=PREVIOUS
```

Because item #6 allows for more comments, we have provided additional comment lines for you to enter information.

Make your entries and press ‹   . The system will display the following screen.
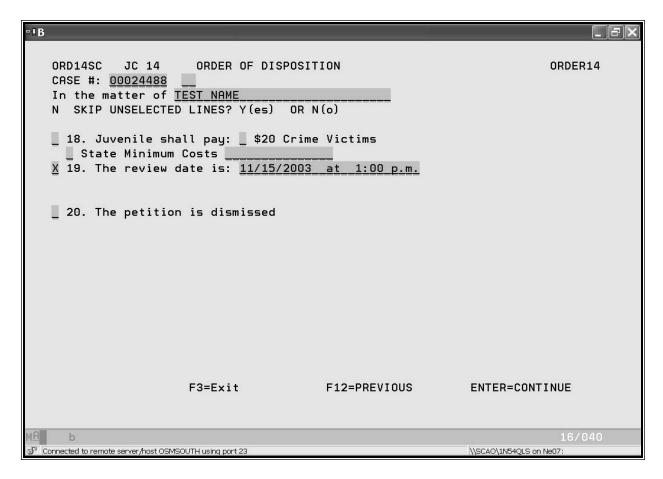
```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ◪▐B                                                              _ ▫▱ ✕        │
│                                                                               │
│     JORDTXT                                                                   │
│     CASE #: 00001234   _1                                                     │
│     In the matter of MULTIPLE TEST NEGLECT_____  etc.,                     │
│     7. Based on the following findings                                        │
│                                                                               │
│     ──────────────────────────────────────────────────────────────────────  │
│     ──────────────────────────────────────────────────────────────────────  │
│     ──────────────────────────────────────────────────────────────────────  │
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│     ──────────────────────────────────────────────────────────────────────  │
│                                                                   More...     │
│                                                                               │
│               F3=Exit              F12=PREVIOUS                               │
│                                                                               │
│ MА   b                                                          06/002        │
│ ⌨ Connected to remote server/host OSMSOUTH using port 23   \\SCAO\1N54QLS on Ne07: │
└─────────────────────────────────────────────────────────────────────────────┘
```

Because item #7 allows for more comments, we have provided additional comment lines for you to enter information.

Make your entries and press ‹   . The system will display the following screen.

```
JORD19NSC JC 19      SUPPLEMENTAL ORDER OF DISPOSITION              ORDER19
CASE #: 00001234   1
N   SKIP UNSELECTED LINES? Y(es)  OR N(o)


In the matter of MULTIPLE TEST NEGLECT           ETC.,
  _ 7.the report _____ dated _____
    _ testimony of _____  backed up by written transcr.
    reasonable efforts _ were  _ were not    made prior to the placement
    reasonable efforts _ were  _ were not    made to prevent placement
  _ 8. Progress toward alleviating or mitigating conditions that caused
       the child(ren) to be placed in foster care
       _ was  _ was not    made in accordance with MCL 712A.19(7).

  9. The child(ren)'s continued placement   _ is  _ is not    necessary
  _ 10. The permanency plan is  _____
     Reasonable efforts _ were       _ were not   made to place the children in a
     timely manner

  _ 11. Parenting time with _____ may be harmful

  _ 12.  A petition to terminate parental rights was filed

                     F3=Exit              F12=PREVIOUS         ENTER=CONTINUE


MA   b                                                          06/003
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne07:
```

As with the older version of this form, the system will select all items that it can from your entries on the Event screen. Other fields can be selected by you by tabbing through and selecting/changing each line.

Make your changes/selections and press ‹   . The system will display the following screen.

```
JORD19NSC JC 19      SUPPLEMENTAL ORDER OF DISPOSITION                 ORDER19
CASE #: 00001234   1
N   SKIP UNSELECTED LINES? Y(es)  OR N(o)

In the matter of MULTIPLE TEST NEGLECT          ETC.,
_ 13. Jurisdiction of this court is terminated

X 14. The child(ren) are continued in custody of the court and placement with
      PLACE IN FOSTER CARE-DSS SUPER _ continues
      X is changed to _____

_ 15. The parent/guardian shall comply with the case service plan dated
      _____      _ as modified at the hearing
      _ and additionally shall:




                   F3=Exit              F12=PREVIOUS



MA    b                                                            06/002
Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne07:
```

Again, as with the older version of this form, the system will select all items that it can from your entries on the Event screen. Other fields can be selected by you by tabbing through and selecting/changing each line.

Make your changes/selections and press ‹   . The system will display the following screen.

```
 B                                                                        _ ⊡ X

   JORD19NSC JC 19      SUPPLEMENTAL ORDER OF DISPOSITION               ORDER19
   CASE #: 00001234   1
   N   SKIP UNSELECTED LINES? Y(es)   OR N(o)

   In the matter of MULTIPLE TEST NEGLECT           ETC.,
   _ 16. Parenting time of _____  is as follows:
       _ frequent & unsupervised _ frequent & supervised by FIA
       _ suspended while psychological evaluation is conducted
       _ suspended pending proceedings on the termination petition

   _ 17. Parenting time of _____  is as follows:
       _ frequent & unsupervised _ frequent & supervised by FIA
       _ suspended while psychological evaluation is conducted
       _ suspended pending proceedings on the termination petition




                     F3=Exit                F12=PREVIOUS



 MA    b                                                               06/002
 ⊡ Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne07:
```

Again, as with the older version of this form, the system will select all items that it can from your entries on the Event screen. Other fields can be selected by you by tabbing through and selecting/changing each line.

Make your changes/selections and press ‹   ›. The system will display the following screen.

```
JORDTXT
CASE #: 00001234   _1
In the matter of MULTIPLE TEST NEGLECT_____  etc.,
19. OTHER:

_____
_____
_____
_____
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_____
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_____
                                              More...


          F3=Exit            F12=PREVIOUS
```

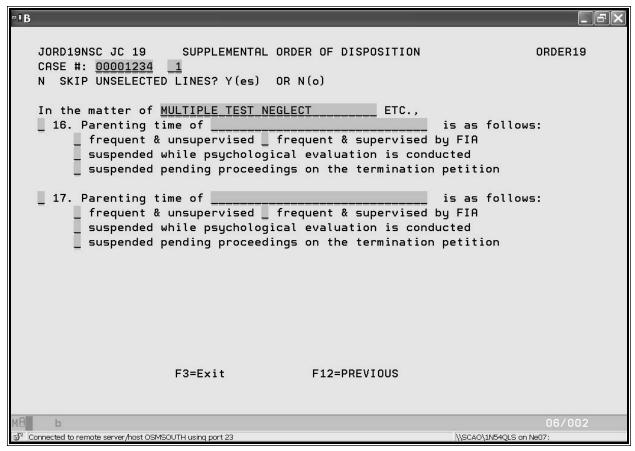Because item #19 allows for more comments, we have provided additional comment lines for you to enter information.

Make your entries and press ‹   ›. The system will display the following screen.

```
 B                                                                    _ □ ×

   JORD19NSC JC 19      SUPPLEMENTAL ORDER OF DISPOSITION            ORDER19
   CASE #: 00001234   1
   N   SKIP UNSELECTED LINES? Y(es)  OR N(o)

   In the matter of MULTIPLE TEST NEGLECT          ETC.,
   _ 20. Notice of hearing: Review hearings shall be held as follows:
       _ **a foster family agreement has been approved
       _ 91 day review _____  _ 182 day rev _____
       _ permanency planning hearing _____
        _ other review    _____

   _ The court recommends placement with _____

   CHECKLIST: MCL 712A.19(6) - s on the termination petition
   _ (a) Compliance with the case service plan with respect to services
      provided or offered to the child
   _ (b) Compliance with the case service plan with respect to parenting
      time with the child.
   _ (c) The extent to which the parentcomplied with each provision
   _ (d) Likely harm to the child if the child continues to be separated
   _ (e) Likely harm to the child if the child is returned to his parent

                   F3=Exit              F12=PREVIOUS


 MA    b                                                             06/002
  Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne07:
```
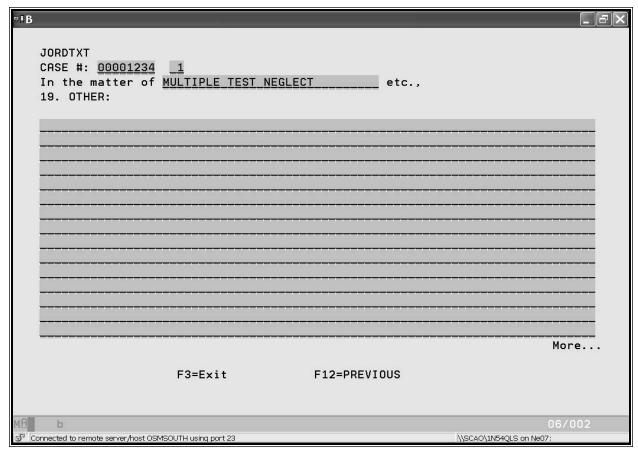
Make your changes/selections and press ‹   . The system will generate the order.

Attached is a sample of the printed form.

JC45 AFP Version

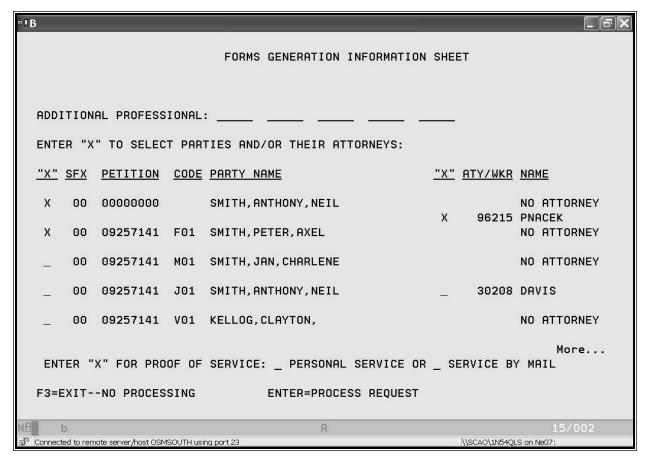Following are instructions for creating the AFP version of JC 45.

Creating from the Event Screen:

Enter the information for the event exactly as you would normally to create JC45.

In the form number requested field enter 45 N as shown below.

```
B                                                                    _ ⊡ X

  Event        ADD Case#    00925714    Petition# 09257141  Type DL  Filed 0107 1992
 Jurist 19081 PREISEL_____    Attny _____ _____  Worker  96215 PNACEK_____
 Name SMITH/ANTHONY/N_____  DOB _804 1976 Gen M Race WA
 Petition Opened _107 1992 Jurist 19081  Adjud _228 1992 Jurist 19081  Code PNC
 Offense:  Date 1219 1991 Loc MAT Petitnr LSD  SSN 372025534 CTN _____

   Num Date       Cg  Typ  Comments                            Jurist Attny
    48 1030 2003   __   NOH  _____ _____ _____
 Results ___ ___ ___  ___ ___ ___ ___ ___ Pgm ___ ___ ___ Status ___

 Placement _____   Special Rate _____   Placement Type ___  Custody ___

 Next Hearing 1120 2003  Time 1100  Type PRH Jurist 19081 Chg __  Courtroom A___

 Party Type  ___ Attny _____    Party Type  ___ Attny _____     PPI ___

 Bond: Type ___  Amt _____  Act Typ ___  Date ____ ____
       Posted By ___  Receipt _____
 Curfew of ____   Sun. thru Thurs. and  ____  Fri. and Sat.

             Form nbr requested  45_ N Sign Jurist _____
   Nxt Tran   EVT Type ADD Case#  00925714 __ Petn# 09257141  Event# ___ Pty ___
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt          F6=System
 F8=Probate  F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

MA    b                              A                        21/053
  Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne07:
```

Press ‹   . The system will return the following screen

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ◨▪B                                                           [_][□][X]        │
│                                                                               │
│                     FORMS GENERATION INFORMATION SHEET                        │
│                                                                               │
│                                                                               │
│    ADDITIONAL PROFESSIONAL: _____  _____  _____  _____  _____                  │
│                                                                               │
│    ENTER "X" TO SELECT PARTIES AND/OR THEIR ATTORNEYS:                         │
│                                                                               │
│    "X" SFX   PETITION  CODE PARTY NAME                  "X" ATY/WKR NAME       │
│                                                                               │
│     X   00   00000000       SMITH,ANTHONY,NEIL                   NO ATTORNEY   │
│                                                          X   96215 PNACEK      │
│     X   00   09257141  F01  SMITH,PETER,AXEL                     NO ATTORNEY   │
│                                                                               │
│     _   00   09257141  M01  SMITH,JAN,CHARLENE                   NO ATTORNEY   │
│                                                                               │
│     _   00   09257141  J01  SMITH,ANTHONY,NEIL           _   30208 DAVIS       │
│                                                                               │
│     _   00   09257141  V01  KELLOG,CLAYTON,                      NO ATTORNEY   │
│                                                                               │
│                                                                    More...     │
│     ENTER "X" FOR PROOF OF SERVICE: _ PERSONAL SERVICE OR _ SERVICE BY MAIL    │
│                                                                               │
│     F3=EXIT--NO PROCESSING            ENTER=PROCESS REQUEST                    │
│                                                                               │
│ MA▊   b                              A                              15/002     │
│ ▣ Connected to remote server/host OSMSOUTH using port 23    \\SCAO\1N54QLS on Ne07: │
└─────────────────────────────────────────────────────────────────────────────┘
```
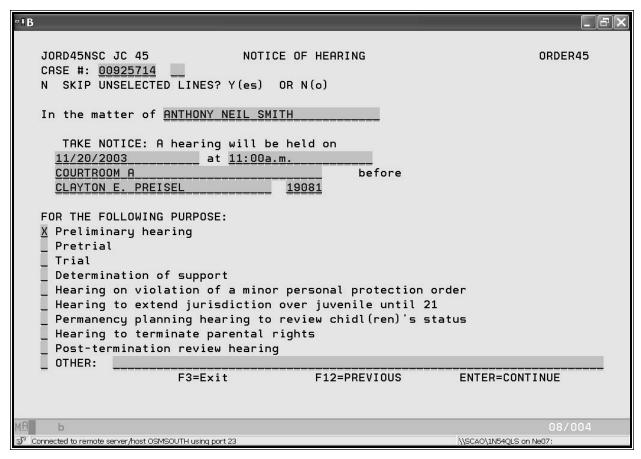
Select the parties that should receive notice as you would when processing the old notice of hearing.

Make your selection and press ⟨   ⟩. The system will display the following screen.

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│ ▫▪B                                                                    _ ▣ ✕       │
├──────────────────────────────────────────────────────────────────────────────────┤
│                                                                                    │
│     JORD45NSC JC 45                   NOTICE OF HEARING                   ORDER45   │
│     CASE #:  00925714    __                                                        │
│     N   SKIP UNSELECTED LINES? Y(es)  OR N(o)                                      │
│                                                                                    │
│     In the matter of ANTHONY NEIL SMITH_____                             │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
│                                                                                    │
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│                                                                                    │
│                                                                                    │
│                                                                                    │
│                   F3=Exit              F12=PREVIOUS                                 │
│                                                                                    │
│                                                                                    │
├──────────────────────────────────────────────────────────────────────────────────┤
│ M▣█    b                                                               03/002      │
│ ⌨ Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne07: │
└──────────────────────────────────────────────────────────────────────────────────┘
```
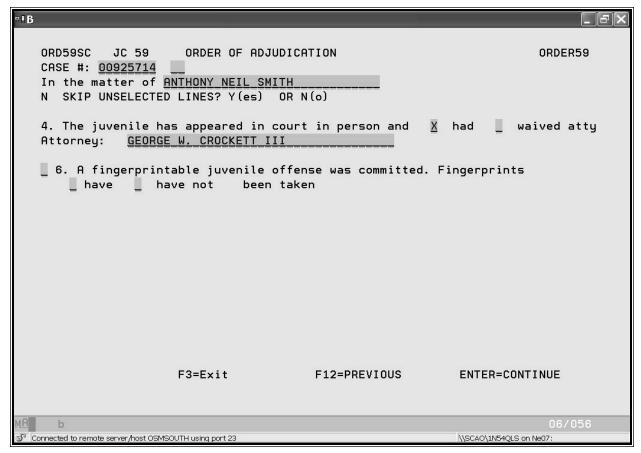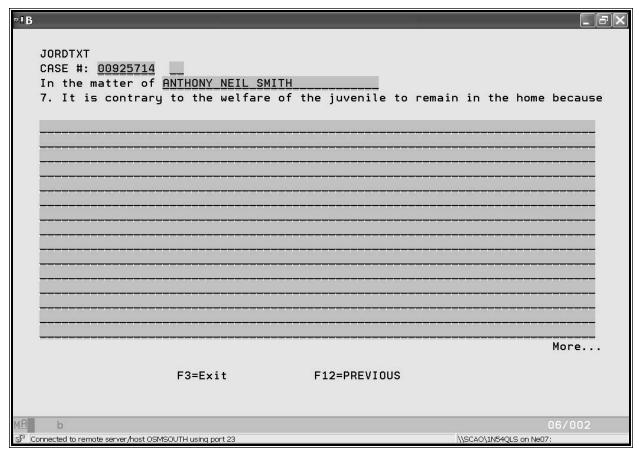
Displayed on the screen is the case number, name and the following question.

N Skip unselected lines? Y(es) or N(o)

The default for this line is "No", change this to "Yes" if you only want lines that you select to print. Otherwise all lines will print on the order.

Make your selection and press ‹   . The system will display the following screen.

```
JORD45NSC JC 45                    NOTICE OF HEARING                    ORDER45
CASE #: 00925714   __
N   SKIP UNSELECTED LINES? Y(es)  OR N(o)


In the matter of ANTHONY NEIL SMITH_____


   TAKE NOTICE: A hearing will be held on
   11/20/2003_____ at 11:00a.m._____
   COURTROOM A_____       before
   CLAYTON E. PREISEL_____   19081


FOR THE FOLLOWING PURPOSE:
X Preliminary hearing
_ Pretrial
_ Trial
_ Determination of support
_ Hearing on violation of a minor personal protection order
_ Hearing to extend jurisdiction over juvenile until 21
_ Permanency planning hearing to review chidl(ren)'s status
_ Hearing to terminate parental rights
_ Post-termination review hearing
_ OTHER: _____
                 F3=Exit              F12=PREVIOUS        ENTER=CONTINUE



MA  b                                                              08/004
Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne07:
```

Displayed on the screen is the hearing information and other options from the Notice of Hearing form. The system will select the most appropriate purpose based on your entries on the event screen.

Make your selection and press ‹   . The system will generate the notice of hearing. Attached is a sample of the printed form.

JC59 AFP Version

Following are instructions for creating the AFP version of JC 59.

Creating from the Event Screen:
Enter the information for the event exactly as you would normally to create JC59.

In the form number requested field enter 59 N as shown below.

```
B                                                                          _ 🗗 ✕

   Event      ADD Case#   00925714   Petition# 09257141  Type DL  Filed 0107 1992
 Jurist 19081 PREISEL_____    Attny _____ _____   Worker  96215 PNACEK_____
 Name SMITH/ANTHONY/N_____ DOB _804 1976 Gen M Race WA
 Petition Opened _107 1992 Jurist 19081  Adjud _228 1992 Jurist 19081   Code PNC
 Offense:  Date 1219 1991 Loc MAT Petitnr LSD  SSN 372025534 CTN _____

   Num Date       Cg  Typ  Comments                       Jurist Attny
    48 1030 2003   __   NOH  _____ _____  _____
 Results ___ ___ ___ ___  ___ ___ ___ ___ ___ ___  Pgm ___ ___ ___  Status ___

 Placement _____   Special Rate _____   Placement Type ___  Custody ___

 Next Hearing 1120 2003  Time 1100  Type PRH Jurist 19081 Chg __  Courtroom A___

 Party Type  ___ Attny _____    Party Type ___ Attny _____    PPI ___

 Bond: Type ___  Amt _____  Act Typ ___  Date ____ ____
       Posted By ___  Receipt _____
  Curfew of ____  Sun. thru Thurs. and ____  Fri. and Sat.

               Form nbr requested  45_ N Sign Jurist _____
   Nxt Tran   EVT Type ADD Case# 00925714 __ Petn# 09257141  Event# ___ Pty ___
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt         F6=System
 F8=Probate  F9=Name Inq. F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

MA    b                            A                          21/053
Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne07:
```

Press ‹   . The system will return the following screen

```
 ▪▪B                                                                    _ ⊡ ⨯

     ORD59SC    JC 59      ORDER OF ADJUDICATION                      ORDER59
     CASE #: 00925714   __
     In the matter of ANTHONY NEIL SMITH_____
     N   SKIP UNSELECTED LINES? Y(es)  OR N(o)
     Please note:  Lines 1 to 5 will automatically print












                         F3=Exit            F12=PREVIOUS



 MA    b                                                              04/002
 📠 Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne07:
```

Displayed on the screen is the case number, name and the following question.

N Skip unselected lines? Y(es) or N(o)

The default for this line is "No", change this to "Yes" if you only want lines that you select to print. Otherwise all lines will print on the order.

Make your selection and press ‹   . The system will display the following screen.

```
ORD59SC    JC 59      ORDER OF ADJUDICATION                          ORDER59
CASE #: 00925714   __
In the matter of ANTHONY NEIL SMITH_____
N   SKIP UNSELECTED LINES? Y(es)  OR N(o)


4. The juvenile has appeared in court in person and   X   had   _   waived atty
Attorney:    GEORGE W. CROCKETT III_____

 _ 6. A fingerprintable juvenile offense was committed. Fingerprints
     _ have   _  have not    been taken










              F3=Exit                F12=PREVIOUS         ENTER=CONTINUE
```

As with the older version of this form, the system will select all items that it can from your entries on the Event screen. Other fields can be selected by you by tabbing through and selecting/changing each line.

Make your changes/selections and press ‹   . The system will display the following screen.

```
 B                                                                    _ ☐ X

     JORDTXT
     CASE #: 00925714   __
     In the matter of ANTHONY NEIL SMITH_____
     7. It is contrary to the welfare of the juvenile to remain in the home because

     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
     _____
                                                                  More...


              F3=Exit              F12=PREVIOUS



 MA   b                                                              06/002
 🖧  Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne07:
```

Because item #7 allows for more comments, we have provided additional comment lines for you to enter information.

Make your entries and press ‹   . The system will display the following screen.

```
JORDTXT
CASE #: 00925714  __
In the matter of ANTHONY NEIL SMITH_____
8. Based on the following findings

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
                                                          More...


            F3=Exit              F12=PREVIOUS
```

Because item #8 allows for more comments, we have provided additional comment lines for you to enter information.

Make your entries and press ‹   . The system will display the following screen.

```
ORD59SC   JC 59     ORDER OF ADJUDICATION                        ORDER59
CASE #: 00925714   __
In the matter of ANTHONY NEIL SMITH_____
N  SKIP UNSELECTED LINES? Y(es)  OR N(o)

8.  _  the report _____  dated _____
    _  testimony of _____ backed up by written transcr.
       reasonable efforts _ were   _ were not    made prior to the placement

_ 9. The matter is adjourned for  _ dispositional hearing
                                  _ additional testimony

X 10. The next hearing is set for
      1/14/2004  at  9:00 a.m. COURTROOM A_____




                  F3=Exit            F12=PREVIOUS        ENTER=CONTINUE
```

Again, as with the older version of this form, the system will select all items that it can from your entries on the Event screen. Other fields can be selected by you by tabbing through and selecting/changing each line.

Make your changes/selections and press ‹   . The system will display the following screen.

```
 B                                                                        _ ☐ ✕

    ORD59SC    JC 59     ORDER OF ADJUDICATION                        ORDER59
    CASE #: 00925714    __
    In the matter of ANTHONY NEIL SMITH_____
    N   SKIP UNSELECTED LINES? Y(es)   OR N(o)

    _ 11. Pending dispo, the juvenile shall be under court supervision and shall:
       _ a. remain in the care and custody of
          _____
       _ b. be placed in licensed foster care and be subject to the rules and
             conditions
       _ c. be placed at _____
       _ d. cooperate with and participate in services, evaluations, tests
       _ e. cooperate with an evaluation to determine the need for psychiatric
             treatment

    _ 12. Parent(s) shall file appropriate financial statements no later than
             _____




                    F3=Exit             F12=PREVIOUS         ENTER=CONTINUE



 MA   ▌   b                                                          06/002
    Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne07:
```

Again, as with the older version of this form, the system will select all items that it can from your entries on the Event screen. Other fields can be selected by you by tabbing through and selecting/changing each line.

Make your changes/selections and press ‹ . The system will display the following screen.

```
JORDTXT
CASE #: 00925714  __
In the matter of ANTHONY NEIL SMITH_____
13. OTHER:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
                                              More...


         F3=Exit              F12=PREVIOUS
```

Because item #13 allows for more comments, we have provided additional comment lines for you to enter information.

Make your entries and press ‹   ›. The system will generate the form.

Attached is an example of the printed form.

PCA321 AFP Version

Following are instructions for creating the AFP version of PCA 321.

Creating from the Event Screen:

Enter the information for the event exactly as you would normally to create PCA 321.

In the form number requested field enter 321 N as shown below.

```
B                                                                    _ �ᵈ X

   Event      ADD Case# 01000082 __              Type AF  Filed 0622 2001
   Jurist 10066 AGER_____    Attny 34306 AARDEMA_____ Worker  96604 AGLER_____
   Name FRIDAY,JOSEPH,_____    DOB 1202 2000 Gen M Race AI



    Num Date          Typ  Comments                    Jurist Attny
     1 1030 2003       ADO  _____ _____  _____
   Results ___ ___  ___  ___  ___ ___ ___ ___         Legal Status  ___

   Custodial Party ___ Date Changed ____ ____

   Placement  _____

   Next Hearing ____ ____   Time ____   Type ___ Jurist _____   Courtroom ____

   Party Type  ___ Attny _____          Party Type  ___ Attny _____

                          _ MORE COMMENTS

              Form nbr requested  321 N Sign Jurist _____
    Nxt Tran    ADE Type ADD Case#  01000082 __ Petn# 09257141  Event# ___  Pty ___
   F1=Help F2=Nxt Tran F3=Exit F4=Prompt          F6=System
   F8=Probate  F9=Name Inq  F10=Attny Inq F13=Notes F14=Dkt.Inq

MA    b                                                              21/053
  Connected to remote server/host OSMSOUTH using port 23         \\SCAO\1N54QLS on Ne07:
```

Press ‹   . The system will return the following screen

```
ORD321SC  PCA321    ORDER OF ADOPTION                         ORDER321
CASE #: 01000082   __
In the matter of   JOSEPH SATURDAY_____


3. The adoptee      _   was      _   was not   made a ward of this court

5. From and after this date the parent(s) of the adoptee is/are:
   _____     and   _____

6. The name of the adoptee is JOSEPH SATURDAY_____







                  F3=Exit
```

As with the older version of this form, the system will select all items that it can from your entries on the Event screen. Other fields can be selected by you by tabbing through and selecting/changing each line.

Make your changes/selections and press ‹   . The system will generate the form.

Attached is a sample of the printed form.

Michigan Supreme Court
State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-0130

M E M O R A N D U M

DATE: December 6, 2002

TO: Chief Circuit Judges, Chief Probate Judges, and Presiding Family Division Judges
          cc: Court Administrators, Family Division Administrators, Juvenile Registers, and Clerks

FROM: John D. Ferry, Jr.

SUBJ: Electronic Juvenile Disposition Reporting

Public Acts 187 and 188 of 2001 (effective April 1, 2002) and Public Acts 203 and 204 of 2001 (effective October 1, 2002) amended requirements for reporting case disposition information to the Criminal Justice Information Center of the Michigan State Police (see SCAO Administrative Memorandum 2002-01 issued March 22, 2002). Over the next few months, the State Court Administrative Office (SCAO) will be discussing at regional juvenile judges' and court administrators' meetings the need to report juvenile case dispositions <u>electronically</u>. SCAO staff will also be following up with courts to ensure that available electronic functions are fully utilized. Please discuss this with your administrators, registers, and/or clerks to ensure that steps are taken to implement electronic reporting.

Using National Criminal History Improvement Program (NCHIP) funds as part of the state and national effort to support homeland security by improving the reporting of criminal history information, SCAO has been working with courts and counties to develop a statewide judicial network and the means to report criminal dispositions electronically. Computer equipment has been provided and connections to the state "local government network" (LGNet) have either been established or will soon be complete in 38 counties, with another 14 to follow in the first quarter of 2003.

Courts using Judicial Information Systems (JIS) circuit and juvenile software currently have the capability to report dispositions electronically and training has been offered. Additionally, in the 38 counties targeted to date, SCAO is providing grant funding to courts using other software to modify their programs to support electronic reporting.

We believe these new electronic capabilities provide courts the most effective way to meet these new juvenile reporting requirements and again ask your support for this program.